

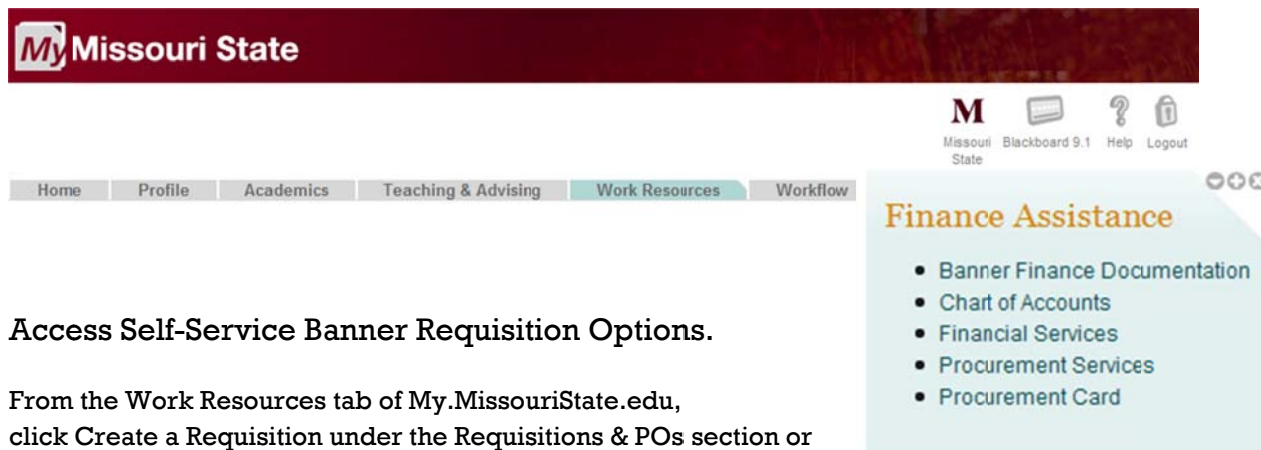
Self-Service Banner - Finance Requisition Processing - User Guide

Gaining Access

1. Make sure you have authorized Fund/Organization access in Banner.

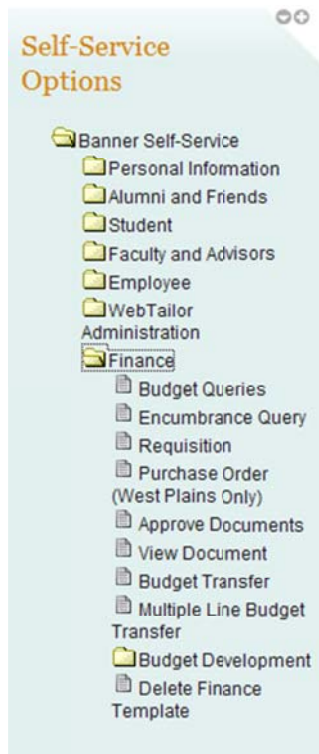
Obtain access by completing and submitting a FOAPAL Authorization Request to the Office of Financial Services. Online form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.

You must be an Authorized Originator of the Fund/Organization to process a requisition for it.



2. Access Self-Service Banner Requisition Options.

From the Work Resources tab of My.MissouriState.edu, click Create a Requisition under the Requisitions & POs section or click Requisition under Self-Service Options – Finance folder.



Note that the Finance Options folder will only be displayed once you have been granted authorized Fund/Organization access.

These same options are also accessible from the menu at the bottom of any of the SSB pages.

***** Please review the [Procedures for Requisition Entry and Purchase Orders](#) web page which contains specific instructions for the various types of information required by Procurement Services to properly and efficiently process your purchase request. *****

[Budget Queries | Encumbrance Query | Requisition | Purchase Order (West Plains Only) | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template]

Depending upon your authorization, you may not see or have access to all of these Options.

Creating a Requisition

1. Determine how you want to create your requisition and be prepared to provide all information required by Procurement Services to complete your request for purchase.

The screenshot shows the 'My Missouri State' web application interface. The top navigation bar includes links for 'Personal Information', 'Alumni and Friends', 'Student', 'Faculty Services', 'Employee', 'WebTailor Administration', and 'Finance'. Below this is a sub-navigation bar with 'MENU', 'SITE MAP', and 'HELP'. The main heading is 'Requisition'. A help icon and text provide instructions: 'Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.' Below this, it says 'Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.' and 'Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save In Process to validate and save the current contents without completion.' There is a button labeled 'Search In Process Requisitions'. Below that is a 'Use Template' section with a dropdown menu set to 'None' and a 'Retrieve' button.

You may choose to create a completely new requisition, search for an existing requisition in process, or retrieve an existing requisition template to complete the required information.

If you wish to begin with a requisition in process, you must first click the Search in Process Requisitions button in order to perform a Document Lookup and select the desired document for continued processing. These documents could include a requisition that was previously started and saved, or started and completed but later disapproved for changes.

The screenshot shows the 'My Missouri State' web application interface for the 'Document Lookup' page. The top navigation bar is the same as the previous screenshot. Below it is a sub-navigation bar with 'MENU', 'SITE MAP', and 'HELP'. The main heading is 'Document Lookup'. A note states '* - at least one of these fields required.' Below this is the 'In Process Requisition Code Lookup' section. It contains several fields: 'Document Number*' (text input), 'User ID*' (text input with 'PMORRISSEY' entered), 'Activity Date*' (dropdown menu with 'All' selected), 'Transaction Date*' (dropdown menu with 'All' selected), 'Vendor ID*' (text input), 'Requestor' (text input), and 'Reference Number*' (text input). At the bottom of this section are two buttons: 'Execute Query' and 'Exit Without Value'.

To access a requisition in process, specify desired search criteria, which may consist of document number, user id of the person who created the requisition, activity date, transaction date, vendor id, requestor name, or reference number, and click Execute Query.

«Back to My Missouri State

M

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration **Finance**

MENU SITE MAP HELP

Document Lookup

Press the document number link to return the In Process document to the Requisition page. Press the View link to access the View Document page. Press the Exit without Value button to return to the Requisition Page without selecting a document in progress.

☒ 1 document selected.

In Process Requisition Lookup Results

Document Number	View	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0021269	View	SINGRAM	Oct 24, 2012	Oct 24, 2012	M00048472	Ellucian Support Inc.	Suzanne Ingram	No	No	

1 document selected.

[Exit Without Value](#)

[Another Query](#)

From the Document Lookup query results list, click on the requisition document number to be selected for processing. You may also choose to view document detail, exit without a document, or perform another query.

If you wish to begin with a requisition template, click the list arrow to view available templates, select the desired template, and click the Retrieve button to populate saved requisition information.

Use Template None

Transaction Date

Delivery Date

Vendor ID

None

Academic Software Plus (Shared)

American Marketing Associ (Shared)

Arkansas State University (Shared)

BBSales (Shared)

Cintas (Shared)

conference registration (Shared)

copy products (Shared)

Several shared Requisition Templates are available as a starting point for creating common purchases from selected vendors. The majority of these templates have been created for you by the Office of Procurement Services, but some may have been saved by other users.

As you complete requisition information, you may use the Code Lookup option at the bottom of the page to search for valid codes and information.

Code Lookup

Chart of Accounts Code U

Type commodity

Code Criteria

Title Criteria Supplies%

Maximum rows to return 50

[Execute Query](#)

Locate the desired value from the code lookup results list and type that value into the applicable field.

Code lookup results

Commodity Code	Description
SU	Supplies
SU110	Supplies-Academic 4w+1w
SU120	Supplies-Agriculture 4w+1w
SU130	Supplies-Art 4w+1w
SU140	Supplies-Athletic 6w+1w
SU150	Supplies-Audio/Visual 4w+1w

Note that when a commodity code lookup is performed, commodity descriptions contain lead time estimates which should be considered when specifying delivery date (4week+1week, etc).

2. Specify Header Information.

Transaction Date	9	NOV	2012
Delivery Date	9	NOV	2012
Vendor ID		Vendor Validate	
Address Type		Address Sequence	
Vendor Contact			Vendor E-mail
Requestor Name	Pamela Morrissey		
Requestor E-mail	PAMMORRISSEY@MISSOURISTATE.EDU		
	Area Code	Phone Number	Extension
Requestor Phone			
Requestor Fax			
Chart of Accounts	U		Organization 052000
Currency Code	None		Discount Code None
Ship Code	STMA		Attention To Pamela Morrissey
Comments			Document Text

Transaction Date and Delivery Date will default to the current day, but the Delivery Date should be updated appropriately based on commodity lead time estimates (see above).

Enter Vendor ID and click the Vendor Validate button to automatically populate and verify available vendor information. If requesting a quote and a vendor has not yet been assigned, provide possible vendors in the form of Document Text.

Your Requestor information, including a default Chart of Accounts, Organization, and Attention To information will also automatically populate as available. Currency Code and any applicable Discount Code will be populated as applicable for the validated vendor.

The Ship Code will default to STMA (Stores and Maintenance). If products are to be delivered to your department, use the STMA code and specify department name and location (for example Financial Services CARR 119) in the Attention To field. If a service is being requisitioned, change the Ship Code to SRVC and enter the Department name if a PO is to be generated or "Approved for Payment" in the case of an invoice for service. If the order is to be paid using a procurement card, indicate either "Procurement P-Card" or "Departmental P-Card".

Comments are for information only and will not be included on the final requisition.

Document/Commodity Text

The Document Text link should be used to Access a "text form" where additional details may be provided either for inclusion on the final requisition or for information only. Such details could include additional vendor information, quote numbers, delivery specifications, contact information, wire transfer information, or any other information important to the processing of the requisition.

In addition to Document Text, note that the same "text form" is available for commodity item details and descriptions.

Enter Document Text, Print:

Enter Document Text, No Print:

3. Specify Commodity Information.

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Click on Item 1 – 5 to again access the “text form” and provide a description of the item(s) to be purchased. Enter an appropriate Commodity Code and specify the Quantity and Unit Price for each, leaving the Discount Amount and Additional Amount blank.

Click the Commodity Validate button to verify commodity information and automatically populate the associated Commodity Description and Unit of Measure as well as Calculated Commodity Amounts and Totals information.

4. Specify Accounting (FOAPAL) Information.

Totals:	100.00	0.00	0.00	100.00
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☒ Dollars ☐ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	U		A02000	052000	73212	062			25.00
2	U		A02000	052004	73212	063			75.00
3									
4									
5									

If the entire requisition is to be funded by a single budget (Fund/Org/Pgm), then only one FOAPAL line is required, even when multiple items are being ordered. If multiple budgets are to be charged, select to distribute the total by dollar amount or by percent. Only one expenditure account code should be specified and should be reflective of the type of commodity being purchased. For example, three SU340-Supplies-Office commodity items could be included on the same requisition, all being charged to expenditure account 73212-SUP-OFFICE, but to different Fund/Org/Pgm budgets as shown above. Likewise, one SU350-Supplies-Photographic commodity item and one SU380-Supplies-Print Services commodity item could also be included on the same requisition, as both would be charged to expenditure account 73215-PRINTING & PHOTO. However, the office supplies and the printing and photo supplies cannot be contained within the same requisition, but should instead be entered on separate requisitions where they are charged to the appropriate expenditure account code.

A Chart (U=University or F=Foundation), Fund, Organization, Account and Program code are required. Activity codes may be used for certain University Grant or Foundation Fundraising activities. The Accounting amounts specified must equal the commodity total shown above.

5. Validate and Complete.

Save as Template

☐ Shared

At any point while creating your requisition, you may click the Validate button at the bottom of the page to assure that all required information is being entered correctly. Any errors will be noted at the top of the page. Once all necessary information has been specified and validated, you must click the Complete button to finalize the requisition and process for approvals.

Note that you may also click the Save in Process button to save the requisition (by R#) so that it can be re-accessed at a later time for completion. See Step 1 above for locating and accessing "In Process Requisitions".

If you have a validated requisition with no errors, and the requisition is a common one that will be repeated throughout the year, you may also wish to Save as a Template. To do so, specify a template name before clicking Complete. See Step 1 above for locating and selecting saved Requisition Templates. Keep in mind that if you select to Share a template, it will be shared with all users. For most requisitions, this is not recommended.

Document and Commodity Text Checklists

As you provide Document Text, try to include the following information based on requisition type.

1. Commodity Detail Text:

Name of Item	For Computer Equipment, go to:
Key Description	http://helpdesk.missouristate.edu/get-hardware
Product/Service Specification	Under Suggested Hardware
Manufacturer Name & Product Numbers	Copy/Paste desired equipment specifications
Distributor Catalog Number	Copy/Paste E-quote number
Quantity per Case	Include any Additional Information
Ordered for	
Additional Information	

2. Request for Additional Funds.

Select Commodity Code RA110-Request to add additional funds to existing PO and specify PO#

3. Pre-Payment Processing.

Select Commodity Code PP110-Prepayment Processing

4. Wire Transfers.

Domestic – Payee Name	International – Payee Name
Bank Name	Foreign Bank Name
Bank Account No	Foreign Bank Address & Country
Bank ABA Routing No	Bank Account No
Amount	Swift Code and IBAN No (if Europe)
	Amount & Currency (5000 pesos)